

## **SOUTH MECK SPORTS BOOSTERS BYLAWS**

### **ARTICLE 1 – NAME**

Name of this organization shall be South Mecklenburg High School Athletic Sports Booster, doing business as South Meck Sports Boosters.

### **ARTICLE 2 – PURPOSE**

- Work together with Athletic Director, coaching personnel, school administration, and students of South Mecklenburg High School to promote and support Athletic programs and related sports activities.
- Increase school spirit and sportsmanship among students, faculty, administration, parents and community at large.
- Foster and promote the general welfare of student athletes.
- Raise money through various activities to financially support all athletic programs at South Mecklenburg High School.
- Sports Boosters shall operate with approval of school Principal and Athletic Director of South Mecklenburg High School. At no time shall Sports Boosters make recommendations or become involved with day-to-day operations of school Athletic programs. At no time will it be this organization's purpose to interfere with policies, methods, eligibility requirements or other practices of South Mecklenburg High School Athletic Department or Administration.

### **ARTICLE 3 – OFFICES**

Principle office of this organization shall be located on the campus of South Mecklenburg High School at 8900 Park Road Charlotte, NC 28226.

### **ARTICLE 4 – MEMBERSHIP**

- Members of this organization shall be open to anyone interested in the progress and development of athletic programs at South Mecklenburg High School who have paid the annual dues. Membership of this organization shall become effective upon payment of annual membership dues and effective only for the membership year dues are paid.
- Membership year shall run from July 1st through June 30th.
- Each dues paying member shall have full voting privileges. Membership fee covers a family membership; however, only one member of the family may vote at a Sports Boosters meeting.

### **ARTICLE 5 – OFFICERS**

- Officers of this organization shall consist of a President and/or Co-President, Vice President, Secretary, Treasurer, and Assistant Treasurer(s) as ratified by quorum vote during general Membership meeting in May.
- Treasurer must serve as primary signatory on all accounts held at the designated financial institution. A member of the Executive Board, shall serve as secondary signatory. The treasurer and any assistant treasurers shall have signatory authority on all accounts held at the designated financial institution.
- Any Sports Boosters member whose membership is current and in good standing shall be eligible to run for and serve as an officer and/or chairperson of any committee.
- Term of office for all Officers shall be one (1) year, with option of re-election annually. An Officer remains in same post until resignation, retirement, removal, disqualification or a successor is elected and qualifies.
- Officers shall assume their duties on June 30th at close of fiscal year.
- During the absence of an officer, the remaining Officers transfer powers or duties to be described herein, of any officer, to another officer in organization.
- **PRESIDENT.** President and/or Co-President shall be the principle officer and shall supervise all business and affairs of the organization and preside at all meetings of the membership and other elected Officers. President shall be responsible for execution of all contracts. President shall report all decisions and recommendations of the Sports Boosters to South Mecklenburg High School Athletic Director. President shall be ex-officio member of all committees, except Nominating Committee.
- **VICE-PRESIDENT.** Vice-President shall perform duties of the President, in the absence of the President, or by request of the President, and perform other duties deemed necessary. Vice-President shall chair Membership Committee and oversee the Programs committees.
- **SECRETARY.** Secretary shall record minutes of all meetings, maintain appropriate correspondence and publications, and perform other duties as deemed necessary. Secretary shall maintain responsibility for archives of the organization in coordination with the Athletic Director.
- **TREASURER.** Treasurer shall have charge of all monies and securities belonging to the organization. Treasurer shall promptly deposit said property with such financial institution, as the elected Officers shall designate in the name of the organization. The Treasurer shall control records of all receipts, disbursements and shall have charge of all records of the organization relating to its financing. Treasurer shall cause funds to be distributed and in accordance with orders of elected Officers, ensuring proper supporting documentation is provided for disbursements and shall perform financial reports for approval by the Officers, at each monthly meeting. Treasurer must serve as primary signatory on all accounts held at the designated financial institution, utilizing appropriate online/electronic banking functions (i.e. Auto Clearing House, Peer-to-Peer, on-line banking, etc) in order to enable efficient execution of duties, and properly vet third-party applications to assure proper data security standards are followed. An annual audit of the Sports Boosters will be conducted by an non Executive Board member with accounting experience and without a conflict of interest unless disclosed and approved by the

Executive Board. A subsequent report shall be presented to the membership at a general meeting of the Sports Boosters, by the lead auditor

- **ASSISTANT TREASURER.** Assistant Treasurer (or assistant treasurers if more than one deemed required) shall perform duties in direct alignment with duties of Treasurer and shall have signatory privileges on Sports Boosters' accounts held at the designated financial institution in order to assist the Treasurer efficiently execute duties assigned.
- **VACANCY.** In the event of any vacancy in any elected office, a replacement will be appointed by quorum vote of remaining members of the Executive Board to fill this vacancy for remaining un-expired term.
- **REMOVAL OF OFFICERS.** Removal of an Executive Board member shall be at discretion of remaining Officers, Athletic Director and Principal. Any member of the Executive Board may be expelled from office for misconduct or neglect of duties as determined by remaining members and upon quorum vote of the Executive Board.
- **BONDING.** All Officers shall be bonded by the organization for the faithful discharge of their duties, in such sum and with such sureties as the Board of Directors shall require.

#### **ARTICLE 6 – ELECTIONS**

- Nominating Committee shall be appointed by the President and/or Co-President and approved by Executive Board at the regular March meeting of each year. Nominations may be made from the floor after reporting of the Nominating Committee.
- Election shall be held at the general Membership meeting in May annually by a quorum vote

#### **ARTICLE 7 – MEETING AND QUORUM**

- **MEETINGS.** General Membership shall be held a minimum of three times per year to be held monthly. There shall be one meeting at beginning of each sports season and a May meeting to incorporate elections for the upcoming term. Meetings will be held on the campus of South Mecklenburg High School, or at a place to be designated by the Officers of the organization, and/or held virtually via platform identified by Officers of the organization.
- Only Coaches, paid members in good standing, and invited guests may attend meetings of the Sports Boosters.
- Meetings for the Sports Boosters Executive Board shall be held when planned and posted.
- **QUORUM.** A quorum for either membership or Board meeting of the organization to conduct business or elections shall be a majority of vote of members present in good standing. Voting by proxy is prohibited.

#### **ARTICLE 8 – GENERAL PROVISIONS**

- Fiscal year of the organization shall be a year ending June 30th in conjunction with Mecklenburg County Schools year of July 1st thru June 30th.

- Executive Board shall consist of the Officers of the Sports Boosters, Athletic Director, and School Principal or Principal's designee. Athletic Director and Principal or Principal's designee shall be ex-officio member with no voting rights.
- Duties of Executive Board shall be to transact necessary business during intervals between meetings, create standing and special committees, approve plans or work of committees, present reports at general Membership meetings, and approve routine bills within limits of the budget.
- Executive Board will approve an annual budget based on reports from Treasurer and President.
- Bylaws may be amended at any regular or special membership meeting by a quorum vote, provided that a thirty day notice of vote on proposed amendment has been given. Amendment(s) shall become effective on date passed.
- No part of net earnings to Sports Boosters shall benefit its members or Officers or other private individual except as required to reimburse for reasonable expenses approved by the Board.
- Rules contained in "Roberts Rules of Order" shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the Bylaws.
- A Team Liaison Coordinator(s) shall be identified annually by the Coach of each sport team during general Membership meeting in May:  
Team Liaison Coordinator(s) shall:
  - a. Ensure their respective team is working effectively with the Boosters.
  - b. Coordinate volunteer coverage for concessions, fundraising events or other team activities as needed.
  - c. Communicate Booster information to coaches, athletes, and respective team community.

In lieu of Team Liaison Coordinator(s) appointment by the Coach annually or effective participation that includes two unexcused absences at general Membership meeting by the Team Liaison Coordinator(s), an administrative fee of \$100.00 will be assess from the team's account into Boosters general fund at the end of each fiscal year in June.

## **ARTICLE 9 – STANDING COMMITTEES**

Following standing committees, each composed of members in good standing shall be nominated by a chairperson with approval of the Officers. All committees shall consist of a Chair person and as many committee members as deemed necessary by Chairperson. Chairperson will also be a member of the Sports Boosters Board. Committees may be created or dissolved by the Executive Board as necessary to promote the objectives of the organization.

- **Membership Committee** - responsibility for membership recruitment, collection of dues and maintenance of accurate records of membership.
- **Concessions Committee** - responsibility for all matters relating to concessions sales for all home games, regardless of sport in accordance with financial controls approved by the Board. Coordinate with Team Liaison Coordinator(s) appropriate staff needs.

- **Scholarship Committee** - responsibility for maintaining a program to recognize outstanding student-athletes.
- **School Store/Spirit Wear Committee shall have the responsibilities for** - responsibility for of all matters related to merchandise sales in accordance with financial controls approved by the Board.
- **Auditing Committee** - responsibility for auditing financial books of the organization.
- **Fundraising Committee** - responsibility for planning, organizing, and execution of major fundraising events of the Sports Boosters.
- **Sponsorship Committee** - responsibility for soliciting and securing corporate sponsorship at different levels and maintaining and updating corporate sponsor signs around the campus.
- **Communications Committee** - responsibilities for advertising and creating all print and/or social media postings for events and fundraisers associated with the Sports Boosters.

#### **ARTICLE 10 - ATHLETIC DIRECTOR**

South Meck Sports Booster's will work together with the Athletic Director of South Mecklenburg High School to promote and support Athletic programs and related sports activities. The Athletic Director may initiate purchases necessary in order to foster and promote the general welfare of student athletes and associated programs. All purchases shall be in accordance with financial controls approved by the Board.

#### **ARTICLE 11 – NON-PROFIT STATUS AND DISSOLUTION**

- South Meck Sports Boosters is a non-profit, non-stock membership organization. No officer, member of a committee, or person connected with the organization, or any other private individual, shall receive, at any time while in existence or upon dissolution, any of the net earnings or profit from the operations of the organization. This shall not prevent reimbursement to any such person of such reasonable expenses previously approved by the Board.
- Upon dissolution of this organization, all remaining assets of the organization shall be turned over to South Mecklenburg High School Administration for exclusive use in athletic programs at the school. South Mecklenburg High School Administration may direct funds to a separate organization that exists primarily for interest of athletics programs at the school, or for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### **ARTICLE 12 – PROHIBITION AGAINST NON-CHARITABLE ACTIONS**


No Officers or Chairperson of this organization shall take any action, or shall fail to act in such a manner as to result in a violation of the laws of North Carolina or the loss of status as a charitable organization under current interpretation of Section 501(c)3 of the Internal Revenue Code.





**ARTICLE 13 – GRIEVANCE PROCEDURES**

Should any member of the organization have a grievance towards practices of the Sports Boosters, member shall submit a request for a grievance hearing to Principal and/or Athletic Director of South Mecklenburg High School. The Principal and/or Athletic Director will convene a closed session of Executive Board of the organization, in order to hear grievance and rule on the proceedings.

**Signatures:**

  
\_\_\_\_\_  
President Dated: 5/20/24

  
\_\_\_\_\_  
South Mecklenburg High School Principal Dated: 5/20/24


  
\_\_\_\_\_  
South Mecklenburg High School Athletic Director Dated: 5/20/2024

**Witnesses:**

  
\_\_\_\_\_  
Vice-President Dated: 5-20-24

  
\_\_\_\_\_  
Secretary Dated: 5/20/24

**Witnesses Continued:**

  
\_\_\_\_\_  
Treasurer Dated: 5/20/2024

  
\_\_\_\_\_  
Dated: 5/20/24

**Assistant Treasurer**